

BAaltimore County, Board of Education

DIVISION OF PLANT MANAGEMENT,
Engineer in Charge of Construction Operations
and Maintenance.

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1. GENERAL FILE

Size: Letter size

Dates: 1925 - -

Quantity: 54 file drawers, 12 transfiles

File Arrangement: By subject or school

The General File is composed of papers and correspondence relating to school building construction and additions and school sites, ground, and maintenance. The files contain three classes of records, each with different retention periods as follows:

Class I. Permanent Records

Agreements (Accepted Bids)

Accepted Bids AND ESTIMATES

Certificates of Approval by the State Superintendent
for purchase of ground, school sites or buildings,
sale of same, and plans for remodeling and construction

Contractors' Bonds

Site Development Contracts

A. RECOMMENDATION: CLASS I - RETAIN PERMANENTLY

Class II. Long-term Records (Periodic Disposal)

Change orders

Contracts

Qualification of Contractors (Current and Non-Current)
(continued)

B. RECOMMENDATION: CLASS II - RETAIN FOR TEN YEARS AND THEN DESTROY

Class III. Short-term Records (Periodic Disposal)

Bids (Rejected)
 Correspondence:
 Architects
 Contractors
 County Officials
 Mechanical Engineers
 Parent Teachers Association
 State Superintendent of Schools
 Cost Sheets
 Equipment
 Fertilizing, Seeding, and Sodding
 Installations and Costs
 Insurance
 Invoices and Paid Bills
 Maintenance and Operations Reports
 Requests for Payment
 Roads and Utilities Construction (not Rights of Way
 Item 3)
 Voucher and Check copies

C. RECOMMENDATION: CLASS III - RETAIN FOR THREE YEARS AND THEN DESTROY.

2. CONDENSED RECORD OF SCHOOLS UNDER CONSTRUCTION

Size: 8½" x 11" binders
 Dates: 1950 - -
 Quantity: 10 binders
 File Arrangement: By name of school

The Condensed Record of Schools Under Construction is a summary of the contents of the Schools Under Construction Files giving:

Architects' Payments
 Bid Explanations (Reasons for acceptance)
 Contract Breakdown
 Project Breakdown
 Project History
 Requisition Payments

TRACINGS AND BLUEPRINTS

RECOMMENDATION: RETAIN FOR TEN YEARS, MICROFILM AND DESTROY FOLDER CONTENTS. RETAIN MICROFILM PERMANENTLY.

3. PROPERTY RECORD

Size: Legal size
 Dates: 1900 - -
 Quantity: 2 file drawers (continued)

This file contains deeds and agreements, rights of way, maps and plats, and correspondence relating to all property administered under the direction of the County Board of Education.

RECOMMENDATION: RETAIN PERMANENTLY.